

POSITION: **PRINCIPAL PLANNER**

REPORTS TO: **COORDINATOR PLANNING & DEVELOPMENT**

ACCOUNTABLE TO: **MANAGER DEVELOPMENT & COMPLIANCE**

GROUP: **PLANNING & ENVIRONMENT**

DATE REVISED: **APRIL 2021**

ROLE CHARTER

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

OUR GUIDING PRINCIPLES ARE:



MAKE THINGS EASY

Do the hard work to make things intuitive for me.



BE WELCOMING

Care for me as a person, not a task or a number.



BE OPEN MINDED

Listen to me and work with me to find solutions.



LOOK OUT FOR ME

Thoughtfully anticipate what will make my days go smoother.



KEEP YOUR PROMISES

Follow through on your commitments to me.

PRIMARY PURPOSE

This role is responsible for providing technical expertise, advice, coaching and guidance to the development planning team, as well as assessing complex and high-profile planning applications.

To analyse legislative changes and contribute towards systems and process improvements, working closely with Council's Strategic Planning team to identify and facilitate changes to Council's strategic plans and policies that impact the development assessment process.

CORE ACCOUNTABILITIES

1. Undertake quality and timely assessment and determination of large scale or complex development proposals including consultation with the Hunter & Central Coast Regional Planning Panel.
2. Represent Council as an expert witness and prepare Statement of Facts and Contentions in relation to Appeals in the Land and Environment Court of NSW.
3. Provide advice and assistance to Council's Strategic Planning section on the formulation of draft Development Control Plans and draft Local Environmental Plans.
4. Analysis of planning legislation, State Government policies, community needs and trends to contribute towards process and systems improvements.
5. Provide input and planning advice to a range of internal and external stakeholders through mentoring, peer review of other planners work, pre-lodgement meetings, referral comments and review of major projects.
6. Deliver an exceptional and consistent customer experience by providing quality development assessment services that are timely, practical and accurate.

The incumbent is required to undertake any other duties, projects or tasks as directed by the Coordinator, which are within his/her skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

ESSENTIAL CRITERIA

1. Degree level qualification in Urban and Regional Planning or related discipline.
2. Extensive knowledge of planning legislation and experience in assessing complex and high-profile development applications.
3. Demonstrated experience in mentoring and coaching planners, including peer review of assessment reports and conditions or reasons for refusal.
4. Demonstrated high level negotiation and facilitation skills to enable resolution of complex planning matters.
5. Demonstrated excellent customer service, written and verbal communication skills.
6. Demonstrated experience contributing towards continuous improvement in systems and processes to enhance service delivery.
7. Proven ability to work productively as a member of a team and contribute to team goals.
8. Current Class C driver's licence.

DESIRABLE CRITERIA

1. Advanced qualifications in Town Planning or a related discipline.
2. Experience in strategic planning or specialised assessment such as urban design, urban release area assessment, heritage, flooding, environmental fields or planning law.

Date:

Agreed:



Employee Name

Employee signature

